



## **EASEMENT APPLICATION INSTRUCTIONS**

Note: Before an easement application will be accepted, applicants must first contact the appropriate Idaho Department of Lands Supervisory Area Office. The IDL Supervisory Office will determine if the requested easement is viable. An easement application must then be completed and submitted to the IDL Supervisory Area Office. Easement applications are processed on a first come first serve basis. IDL review of a complete easement application package may take a minimum of 120 days. Incomplete applications and those requiring further information may take longer. Incomplete applications will be returned to the applicant.

When accepting applications for easements, the Idaho Department of Lands requires the following:

1. A signed and dated easement application.
2. Purpose of easement
3. A legal description of the easement – either metes and bounds or a centerline description with ties to one, and preferably two PLSS corners.
4. A map and one copy of the above legal description - paper.
5. A map and one copy of the above legal description - digital.
6. \$100.00 non-refundable easement application fee.

### **PROCEDURE**

The procedure for acquiring an easement across state lands is as follows:

1. Contact the appropriate IDL Supervisory Area Office to determine if the proposed easement will be allowed based on the need, location, and amount of state land that will be encumbered by the easement and the costs involved.
2. If approved by the IDL Supervisory Area Office, the applicant will need to fill out and submit an easement application, which may be obtained from the Area office or online, and pay a non-refundable \$100.00 application fee.
3. Submit a hard copy of both the map and legal description. A digital copy must also be submitted. The legal description as an MS-Word file and the map as a pdf file.

### **APPLICATION**

When the record of survey has been completed, submit the following documents to the Department of Lands Supervisory Area Office:

- 1) Complete and sign this easement application including the exact name(s) and address you wish to appear on the easement.
- 2) A full size copy of the map and a copy of the legal description. A digital copy of each will also need to be provided. The legal descriptions as an MS Word file, and a .pdf of the record of survey.

- 3) For easements across endowment land, the minimum consideration is \$500.00, but may be more depending on the amount and value of state land encumbered. Applicant will be billed for the remainder of the easement compensation and appraisal fee, and before the final documents are issued.  
<http://adm.idaho.gov/adminrules/rules/idapa20/0308.pdf>)
- 4) For easements across submerged lands, the cost is a \$300.00 one-time administrative fee for which the applicant will be billed.  
<http://adm.idaho.gov/adminrules/rules/idapa20/0309.pdf>)

This is not to be considered an exhaustive list of all the information the Idaho Department of Lands may require. Additional information may be required as needed on a case by case basis.

### **APPLICATION INFORMATION**

1. NAME: \_\_\_\_\_ d/b/a: \_\_\_\_\_
2. ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP CODE: \_\_\_\_\_
3. TELEPHONE: \_\_\_\_\_
4. LEGAL DESCRIPTION (Section, Township, and Range) TO THE QUARTER-QUARTER SECTION:  
\_\_\_\_\_  
\_\_\_\_\_
5. COUNTY(ies): \_\_\_\_\_
6. PURPOSE OF EASEMENT: \_\_\_\_\_

I HEREBY REQUEST AN EASEMENT FROM THE STATE OF IDAHO AND ACKNOWLEDGE THAT I UNDERSTAND MY OBLIGATIONS DESCRIBED HEREIN.

**APPLICANT(S) SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

APPROVED BY AREA: \_\_\_\_\_ DATE: \_\_\_\_\_

REJECTED BY AREA: \_\_\_\_\_ DATE: \_\_\_\_\_

## STATE OF IDAHO DEPARTMENT OF LANDS

### **DIRECTOR'S OFFICE**

P.O. Box 83720  
600 N. 6<sup>th</sup> St., Ste. 103  
Boise ID 83720-0050  
Tel No: 334-0200  
FAX No: 334-2339 or 3698  
George B. Bacon, Director

### **PRIEST LAKE AREA OFFICE**

4053 Cavanaugh Bay Rd.  
Coolin ID 83821  
Tel No: 443-2516  
FAX No: 443-2162  
Mick Schanilec, Area Supervisor

### **PEND OREILLE LAKE AREA OFFICE**

2550 Hwy. 2 West  
Sandpoint ID 83864  
Tel No: 263-5104  
FAX No: 263-0724  
Ed Robinson, Area Supervisor

### **KOOTENAI VALLEY AREA OFFICE**

Route 4, P.O. Box 4810  
(South Highway 95)  
Bonners Ferry ID 83805  
Tel No: 267-5577  
FAX No: 267-8301  
Scott Bacon, Area Supervisor

### **MICA AREA OFFICE**

3706 Industrial Ave. South  
Coeur d'Alene ID 83815  
Tel No: 769-1577  
FAX No: 769-1597  
Michael Denney, Area Supervisor

### **ST. JOE AREA OFFICE**

1806 Main Ave.  
St. Maries ID 83861  
Tel No: 254-4551  
FAX No: 475-4867  
Ken Ockfen, Area Supervisor

### **CATALDO AREA OFFICE**

80 Hilltop Overpass Rd.  
Kingston ID 83839  
Tel No: 682-4611  
FAX No: 682-2991  
Bob Burke, Area Supervisor

### **CLEARWATER AREA OFFICE**

10230 Highway 12  
Orofino ID 83544  
Tel No: 476-4587  
FAX No: 476-7175  
Bob McKnight, Area Supervisor

### **PONDEROSA AREA OFFICE**

3130 Highway 3  
Deary ID 83823  
Tel No: 877-1121  
FAX No: 877-1122  
Sam Charles, Area Supervisor

### **MAGGIE CREEK AREA OFFICE**

Rt. 2 Box 190  
913 Third St.  
Kamiah ID 83536  
Tel No: 935-2141  
FAX No: 935-0905  
James Clapperton, Area Supervisor

### **CRAIG MT. AREA OFFICE**

P.O. Box 68  
Craigmont ID 83523  
Tel No: 924-5571  
FAX No: 924-5572  
Thomas Hawkins, Area Supervisor

### **PAYETTE LAKES AREA OFFICE**

555 Deinhard Lane  
McCall ID 83638  
Tel No: 634-7125  
FAX No: 634-5117  
Sheldon Keafer, Area Supervisor

### **SOUTHWEST AREA OFFICE**

8355 W. State St.  
Boise ID 83703  
Tel No: 334-3488  
FAX No: 853-6372  
Steve Douglas, Area Supervisor

### **SOUTHCENTRAL AREA OFFICE**

324 South 417 East, Ste. 2  
U.S. Hwy. 93 Business Park  
Jerome ID 83338  
Tel No: 324-2561  
FAX No: 324-2917  
Tim Duffner, Area Supervisor

### **EASTERN IDAHO AREA OFFICE**

3563 Ririe Highway  
Idaho Falls ID 83401  
Tel No: 525-7167  
FAX No: 525-7178  
Pat Brown, Area Supervisor

